



**Planning & Development
Department
PLAN OF DEVELOPMENT (POD)**
Can be used for related Major Amendment and
Modification of Stipulation/s applications



SUBMITTAL FORMS INDEX

PLAN OF DEVELOPMENT PROCESS	520
PLAN OF DEVELOPMENT APPLICATION	521
PROPERTY OWNER AUTHORIZATION	504new
PLAN OF DEVELOPMENT CHECKLIST	522
DRAINAGE REQUIREMENTS FOR PRECISE PLAN	703
FILING DEADLINES AND HEARING DATES	503

****Note:** This packet describing the administrative approval process for PODs is effective September 22, 2008.



Planning & Development Department PLAN OF DEVELOPMENT (POD) PROCESS



INTRODUCTION

All development involving non-residential zoning districts, two-family or multi-family residential development in a two-family residential zoning district or multi-family residential zoning district, or property with a Unit Plan of Development (UPD), Planned Area Development (PAD), or Planned Development (PD) overlay shall be subject to a Plan of Development (POD) approval as set forth in the provisions of Maricopa County Zoning Ordinance (MCZO). A Preliminary Plat may serve as a POD for residential projects.

For commercial, two-family, and multi-family sites developed prior to September 19, 2008, or for industrial site developed prior to October 15, 1984, an "as-built" POD subject to a zoning clearance may serve as the required POD. Additionally, proposed internal tenant improvements, additional wall signs, and/or non-layout changes to the site plan or minor permits shall not require an as-built POD for commercial, two-family, and multi-family sites developed prior to September 19, 2008.

PROCESS

Obtaining a Plan of Development (POD) is an administrative approval process involving a precise site plan, narrative report, and other supporting documentation (see attached checklist). Approval of a POD is required before any development of the property can occur. The use, height, yard, intensity of use, parking, loading and unloading, and any additional regulations shall remain the same as specified in the primary or approved UPD zoning district.

Per MCZO, Section 306, an application and phasing plan, if proposed, for a POD shall be submitted to the Planning and Development Department through the One Stop Shop (OSS) on an official form provided by the Department. The application shall satisfy the submittal requirements as well as pertinent regulations as set forth in the provisions of the MCZO or from other County departments. The application shall contain sufficient information for staff to determine whether the proposal meets the requirements of the County. A pre-application meeting is recommended.

Please note there is a fundamental difference between the site plan required for a Plan of Development and that required for subsequent permits. In the case of a Plan of Development, the site plan must convey the conditions that will ultimately exist at build-out, whereas the site plan submitted for construction permits may only consider existing structures and those contemplated by that/those particular construction permit(s).

CONCURRENT ZONE CHANGE REQUESTS

A POD may be processed through the Planning and Zoning Commission and Board of Supervisors for approval concurrent with a Zone Change request (under the Zone Change application) or it may be processed administratively (under a separate POD application) as set forth in the provisions of MCZO. All Zone Change requests that require a POD shall be processed as a Zone Change with overlay and be charged accordingly. Separate POD requests will be charged accordingly. Residential UPD requests shall require separate submittal of a Preliminary Plat application per the Maricopa County Subdivision Regulations.

TECHNICAL ADVISORY COMMITTEE (TAC) REVIEW

After a complete application is submitted and accepted by the Department, staff will forward copies of the application to members of the Technical Advisory Committee (TAC). Staff will then schedule the request for review by TAC (see attached schedule), and notify the applicant of the actual date and time that the request is scheduled.

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control, and Environmental Services Departments, as well as representatives from any other County Department, fire district, school district, City or Town, homeowner association, or other interested party that is in close proximity or has jurisdiction over the site. You, or your representative, are required to attend the TAC meeting.



Planning & Development Department



PLAN OF DEVELOPMENT PROCESS

POST-TAC REVIEW

Depending on the comments received at TAC, the application materials (such as the site plan or narrative report) may need revisions. The applicant must submit revised materials, reflecting the TAC comments, to the OSS, which will forward the revised materials to the appropriate agencies. Once staff is satisfied that the technical requirements have been met (more than one re-submittal may be necessary), staff will make a determination regarding the request.

Staff shall review the POD in accordance with submittal requirements, regulations, and policies. If staff determines that the proposal is consistent with the purposes and intent of MCZO and other pertinent regulations and policies, then staff shall grant approval and may impose stipulations as deemed necessary to satisfy the provisions of MCZO or other applicable regulations and policies. Staff may also find that conditions required for approval do not exist and, therefore, deny the request. Alternatively, staff may forward the request to the Planning and Zoning Commission for a recommendation to the Board of Supervisors.

APPEALS

In the event staff administratively denies the requested POD, the applicant may file a request to appeal said denial. The applicant may also file a request to appeal the stipulations of an administrative approval. Any request for appeal must be filed within two (2) weeks of said administrative decision. The appeal shall be forwarded to the Planning and Zoning Commission for a recommendation to the Board of Supervisors.

APPROVAL TIME FRAME

For all development subject to a POD, an approved POD and subsequent building permits are required prior to the commencement of any construction or development on the site. The applicant shall ensure that required building permits for the site or first phase shall be issued within two (2) years of the date of approval of the POD. Prior to the date of expiration, the applicant may file a single request via a Minor Amendment application for a one (1) year time extension authorized by the Director of Planning and Development. If the time frame has expired, the applicant shall submit a new POD application.

AMENDMENTS

Any change or modification to an approved POD shall be considered an amendment to the POD. Staff shall determine whether changes constitute a Minor or Major Amendment according to MCZO Article 304.9. UPDs and PODs that were originally processed through the Board of Supervisors may be amended administratively, either as a Major or Minor Amendment, as set forth in the provisions of MCZO. If, however, the amendment changes or alters a development standard or stipulation of approval, then the amendment shall be processed through the Planning and Zoning Commission and Board of Supervisors for approval.

ADMINISTRATIVE DECISION PROCESS

The ability to process a POD administratively was approved by the Board of Supervisors subject to TA2007016. Applications submitted prior to the effective date of September 19, 2008 must be processed through the Planning and Zoning Commission and decided by the Board of Supervisors.



Planning & Development Department



PLAN OF DEVELOPMENT APPLICATION

☐ PLAN OF DEVELOPMENT (PD)

☐ PD – MODIFICATION OF STIP/S

☐ PD – MAJOR AMENDMENT

**** NOTE:** List V# if this site is subject to a code violation
A separate application is required for a MINOR AMENDMENT

APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Title of Project: _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Related Case Number/s: _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

Applicant's Signature: _____ Date: _____



Planning & Development
Department

PROPERTY OWNER AUTHORIZATION



FORM MUST BE COMPLETED IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: (name) _____
(address) _____
(city, state, zip) _____

to file this application on my behalf, and to act on my behalf on all matters relating to this request with Maricopa County. By signing this property owner authorization form, I also agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

Property Owner Signature: _____

Printed Name: _____

Date: _____

DEPARTMENT USE ONLY

Tracking Number: _____

Project Name: _____



**Planning & Development
Department
PLAN OF DEVELOPMENT
APPLICATION SUBMITTAL CHECKLIST**



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items, and information listed in this checklist. This information is required by County Ordinance or Department Staff in order to adequately review the proposal. **An application will only be accepted by the Planning and Development Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff.** Additional information detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. APPLICATION:

- ☐ A. Completed and signed application – **20 copies**
- ☐ B. Signed "Property Owner Authorization" form (if the applicant is not the owner) – **2 copies**
- ☐ C. Proof of ownership (deed, etc.) – **2 copies**
- ☐ D. List and mailing labels for the applicant, property owner, and other persons to keep informed of the project's status.

2. SITE PLAN (PRECISE PLAN OF DEVELOPMENT):

- ☐ A. 8-1/2" X 11" paper copy of site plan – **1 copy**
- ☐ B. 24" X 36" **collated, folded, and stapled** copies of site plan – **20 copies**

Site plan is to include the following information:

- ☐ 1. Project name and case (tracking) #
- ☐ 2. Date of plan and dates of any subsequent revisions
- ☐ 3. Vicinity map with location of site
- ☐ 4. Title block identifying owner, developer, engineer, and/or applicant
- ☐ 5. Site dimensions/boundaries
- ☐ 6. North arrow and scale (written and graphic)
- ☐ 7. Site summary table:
 - Gross acreage
 - Net acreage
 - Existing zoning and/or land use
 - Proposed zoning and/or land use
- ☐ 8. Request
- ☐ 9. Legal description
- ☐ 10. Street names, existing and proposed, along with right of way dimensions for all existing and proposed streets. Show proposed cross-sections.
- ☐ 11. Access points with centerline dimensioned from property corner.
- ☐ 12. Dimensions of all driveway widths and distances between driveways.
- ☐ 13. Each use identified:
 - Dimensions of each structure
 - Dimensions between structures
 - Distances from property lines
 - Lot coverage
 - Building height and square footage
- ☐ 14. Parking areas:
 - Dimensions and angles
 - Surfacing and/or paving materials
 - Vehicle storage areas



**Planning & Development
Department
PLAN OF DEVELOPMENT
APPLICATION SUBMITTAL CHECKLIST**



- ☐ Loading spaces or zones identified
- ☐ Required & proposed parking spaces (including handicapped-accessible)
- ☐ 15. Adjacent property owners, uses, zoning and parcel numbers
- ☐ 16. Name of school district the project is located within
- ☐ 17. Utility/service commitment table (a table illustrating water, wastewater disposal, fire protection, police protection, electric, natural gas, telephone, and refuse providers)
- ☐ 18. Location of all utilities (existing and proposed)
- ☐ 19. Signs:
 - ☐ Location, size, height and type
 - ☐ Elevations of each sign
 - ☐ Source of illumination
 - ☐ Area and number allowed/area and number requested
- ☐ 20. Location of all recorded/proposed easements
- ☐ 21. Type of screening (i.e. walls and plantings)
- ☐ 22. Existing and proposed contours
- ☐ 23. Location of landscaping and retention areas
- ☐ 24. Typical landscaping section (if landscape plan is not provided)
- ☐ 25. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting.
- ☐ 26. Show the location of all proposed and existing fire hydrants, water supply/storage, and wells, and septic systems.

3. NARRATIVE REPORT: (Brief explanation of the project. **20 copies** – 8-1/2" X 11" paper, Underlined wording indicates a section heading.)

- ☐ A. Title page – include project name, general location, case/tracking #, and vicinity map
- ☐ B. Purpose of Request
- ☐ C. Description of Proposal, including proposed uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc.
- ☐ D. Relationship to Surrounding Properties
- ☐ E. Explanation of how the proposed development will benefit the community or area
- ☐ F. Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
- ☐ G. Location and Accessibility
- ☐ H. Circulation System (on & off) – include proposed improvements or dedications
- ☐ I. Development Schedule (phasing)
- ☐ J. Community Facilities and Services (school district, parks, amenities, etc.)
- ☐ K. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- ☐ L. Other information that will be helpful in evaluating the request
 - ☐ Architectural renderings and themes (descriptions)
 - ☐ Landscaping renderings and themes (descriptions)
 - ☐ Floor plans, elevations

4. PHOTOGRAPHS: All photographs to be submitted on 8-1/2" x 11" paper. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Also submit photographs looking out from the property taken from all four sides (2 photographs from each side – 8 photographs minimum). Additional photographs are recommended for large sites. Please label each photograph with the view, direction and date. A site plan or key map may also be used in conjunction with the photographs, with notations showing what direction the photographs face and where they were taken.

- ☐ A. 4 photographs looking inward
- ☐ B. 8 photographs looking outward



Planning & Development
Department
PLAN OF DEVELOPMENT
APPLICATION SUBMITTAL CHECKLIST



5. DRAINAGE REPORT/PLAN: (See Drainage Requirements for Precise Plan)

____ A. 5 copies

6. TRAFFIC IMPACT STUDY: (Please check with the Maricopa County Department of Transportation to determine the type of report required.)

____ A. 5 copies

7. Fees:

____ A. Planning Review Fee:

Plan of Development \$1200 + \$100/acre or portion thereof (\$50,000 max.)

Modification of Stipulation/s \$500 per stipulation (\$1000 min, \$5000 max.)

See Maricopa County Zoning Ordinance, Chapter 16 – (www.maricopa.gov/planning) – **(Please be aware that an investigation fee equal to the planning fee will be charged when a request is related to an active violation case.)**

____ B. Drainage Review Fee: Contact Drainage Review at (602) 506-7149. (This is a separate fee, but can be combined with the planning fee.)

____ C. Department of Transportation Review Fee of \$250. (This is a separate fee, but can be combined with the planning fee.)

____ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225. (This is a separate fee, but can be combined with the planning fee.) This fee will be assessed for applications submitted on or after June 20, 2008.

____ E. Addressing Review Fee of \$25. (The Addressing fee is a separate fee, but can be combined with the planning fee.)

8. OTHER INFORMATION: (as required by staff and/or other department or agency)

____ A. Title report – 2 copies

____ B. Deed restrictions (CC & R's) – 2 copies

____ C. Parcel map(s) of site and area – 2 copies

____ D. Letters of support or commitment – 2 copies

____ E. Market study – 2 copies

____ F. Landscape plans (including plant types, quantities, sizes, % coverage, ground-cover, etc.) – 20 copies

____ G. Building elevations (including material, color and treatment descriptions, etc.) – 20 copies

9. Note: If the request is for a Major Amendment to a previously approved Plan of Development, the submittal requirements and fees are the same. If the request is for a Modification of Stipulation/s, please check with planning staff to coordinate submittal material.

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning and Zoning):	(602) 506-3301
Planning and Development (Plan Review):	(602) 506-3301
Transportation:	(602) 506-8600
Environmental Services:	(602) 506-6666
Drainage Review (Review Fee Information):	(602) 506-7149
Flood Control District:	(602) 506-1501



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLAN



A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans will need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine volume needed and the size and location of basins.
4. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
5. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
6. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
7. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
8. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before issuance of a permit.
9. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
10. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

11. Fill out the following table:

Miles/Acres of Protected Natural Watercourse ¹		
Miles of Improved Watercourse or Storm Drain ²		
Acres of Retention or Detention Areas ³		

¹Miles/Acres of watercourse that is preserved in a natural state.

²Miles of watercourse that is altered by bank stabilization, channelization, and storm drain installation, or grading. Curb and gutter does not qualify as watercourse

³Acres of Retention/Detention to be constructed as drainage infrastructure.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION:

\$1,000 + \$200/Acre \$10,000 Maximum

With TAC Hearing – Total & Additional \$75

With Public Meeting – Total & Additional \$75



Planning & Development Department 2008 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed when cases are submitted and processed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited. After a TAC meeting, revisions must be resubmitted through One Stop Shop (OSS).	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photographs to the assigned Planner. Failure to meet this deadline will likely result in a case not being scheduled for a P&Z hearing. <u>Note:</u> not applicable to some applications.	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR), an informal committee where cases are not typically heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Property owner & MCDOT signed final plat mylars must be received by the Planner at least three (3) weeks prior to a BOS date.</u> <u>Note:</u> the Planner will obtain Assessor/Treasurer signatures.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
January 15, 2008	November 5, 2007	November 9, 2007	December 6, 2007	January 2, 2008
February 5, 2008	November 19, 2007	N/A	December 20, 2007	January 16, 2008
February 19, 2008	December 3, 2007	December 7, 2007	January 3, 2008	February 6, 2008
March 4, 2008	December 17, 2007	December 21, 2007	January 17, 2008	February 20, 2008
March 18, 2008	January 7, 2008	January 11, 2008	February 7, 2008	March 12, 2008
April 1, 2008	January 22, 2008	N/A	February 21, 2008	March 26, 2008
April 15, 2008	February 11, 2008	February 15, 2008	March 13, 2008	April 9, 2008
May 6, 2008	February 25, 2008	February 29, 2008	March 27, 2008	April 23, 2008
May 20, 2008	March 10, 2008	March 14, 2008	April 10, 2008	May 7, 2008
June 3, 2008	March 24, 2008	N/A	April 24, 2008	May 21, 2008
June 17, 2008	April 7, 2008	April 11, 2008	May 8, 2008	June 4, 2008
July 1, 2008	April 21, 2008	April 25, 2008	May 22, 2008	June 18, 2008
July 15, 2008	May 5, 2008	May 9, 2008	June 5, 2008	July 23, 2008
August 5, 2008	May 19, 2008	N/A	June 19, 2008	August 6, 2008
August 19, 2008	June 23, 2008	June 27, 2008	July 24, 2008	August 20, 2008
September 2, 2008	July 7, 2008	July 11, 2008	August 7, 2008	September 3, 2008
September 16, 2008	July 21, 2008	N/A	August 21, 2008	September 17, 2008
October 7, 2008	August 4, 2008	August 8, 2008	September 4, 2008	October 1, 2008
October 21, 2008	August 18, 2008	August 22, 2008	September 18, 2008	October 15, 2008
November 4, 2008	September 2, 2008	September 5, 2008	October 2, 2008	October 29, 2008
November 18, 2008	September 15, 2008	N/A	October 16, 2008	November 19, 2008
December 2, 2008	September 29, 2008	October 3, 2008	October 30, 2008	December 3, 2008
December 16, 2008	October 20, 2008	October 24, 2008	November 20, 2008	December 17, 2008
January 6, 2009 (tentative)	November 3, 2008	November 7, 2008	December 4, 2008	January 7, 2009 (tentative)
January 20, 2009 (tentative)	November 17, 2008	N/A	December 18, 2008	January 21, 2009 (tentative)